

POSTING POLICY

- The Student Activities Office must approve materials at least 24 hours in advance of the event.
- All postings **MUST** clearly list the sponsoring organization.
- *****ALL ACRONYMS MUST BE SPELLED OUT*****
- *****ORGANIZATION MUST BE REGISTERED*****
- Materials may only be posted on bulletin boards in public areas of Bradley buildings.
- Posting in classrooms is limited to Bradley organizations and affiliates.
- Only one piece of printed material per bulletin board (for each event/service announcement, etc.)
- No materials may be handed out to individuals in public areas or from door to door unless requested and approved in writing from the Director of Student Activities.
- The Student Activities Office will post materials in the Student Center glass cases as space is available.
- All materials must be removed by the sponsor within 24 hours of completion of the event/posting expiration.
- **CHALKING OF BUILDINGS IS STRICTLY PROHIBITED**

Illegal Areas to Post:

Floors	Trees	Painted Surfaces	Doors	Windows	Cars
Trash Cans	Hallways	Shrubbery	Exit Signs	Benches	
Stop Signs	Building Signs	Building Exterior	Lamp Posts & Emergency Phone Posts		

If in doubt, please ask before posting. All illegally posted material will be removed. Abuse in policy will result in all future requests for approval to be denied.

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Bulletin Board Locations

Baker Hall:	Vending machine lounge, main floor
Burgess Hall:	First floor entrance
Bradley Hall:	Bulletin boards in the classrooms. NO POSTING ALLOWED IN STAIRWELLS
Heuser Hall:	2 nd floor
Jobst Hall:	Main entrance
Library:	Main entrance
Morgan Hall:	North entrance
Swords Hall:	Main Floor by cashier windows
Residence Halls:	Lobbies

NOTE: The glass brick walls in 1st floor Student Center are ONLY for oversized posters (larger than 8 ½” x 11”)

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